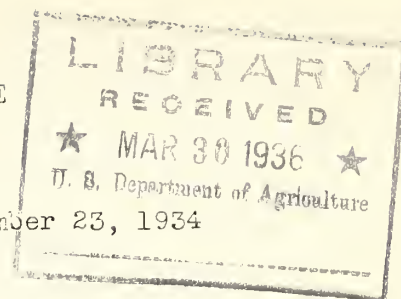


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UNITED STATES DEPARTMENT OF AGRICULTURE
Bureau of Biological Survey
Washington, D. C.

November 23, 1934



MEMORANDUM TO BUREAU PERSONNEL

Subject: Designation of beneficiary to receive amount standing to credit of employee in the Civil Service Retirement and Disability Fund upon his decease.

The amendatory Civil Service Retirement Act approved June 22, 1934, and effective September 1, 1934, provides for settlement of claims for amount standing to the credit of a deceased annuitant or employee in the Civil Service Retirement and Disability Fund at death. Under this legislation an employee from whose salary retirement deductions are being made can now designate the beneficiary or beneficiaries to whom he desires the amount to his credit to be paid in case of death, and it will be so paid, without restriction as to the amount, provided, however, the desire of the employee is submitted in writing on the required form and recorded on his individual account prior to his death. If not so recorded, the amount will be paid to the duly appointed executor or administrator of the estate, if any; otherwise to such person or persons as may appear in the judgment of the U. S. Civil Service Commission to be legally entitled thereto, and such payment will be a bar to recovery by any other person.

Form 2806-1, "Designation of Beneficiary" has been provided by the Commission for the purpose of designating a beneficiary and those employees desiring to do so should make application to this office for a copy of this form. There will be supplied with the form an index card (Form 3008), which must also be filled out and accompany Form 2806-1. The regulations under the amendatory Act of June 22, 1934, and instructions on preparing form are printed on back of Form 2806-1.

Form 2806-2 "Change of Beneficiary" will also be available at a later date and can be secured upon application if a change in beneficiary already designated is desired. An index card (Form 3008) also must be filled out and accompany this form, together with the duplicate copy of Form 2806-1 which will be returned to designator by the Civil Service Commission after record has been made on his individual account.

There are also forms for use in claiming the amount standing to credit of a deceased employee.

Completed Forms 2806-1 and 3008 should be mailed directly to the Retirement and Service Record Division of the U. S. Civil Service Commission, Washington, D. C., as should also changes of beneficiary and any correspondence incident thereto.

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In filling out Form 2806-1 the directions on the form and the following specific instructions should be carefully complied with:

Names should be written in full and the prefix "Mrs." used in cases of married women. No abbreviations of name or erasures should appear on the form. Names should be typed wherever possible; otherwise the names of the designator and beneficiary should be printed. Both original and duplicate Form 2806-1 are to be signed by the designator and an appropriate government official. This official must be some supervisory officer who actually knows the employee, such as chief of division or superintendent of field office. The length of acquaintance may be stated in round numbers of years, months or days as the case may be.

It will be noted that Form 2806-1 makes provision for the designation of more than one beneficiary if desired. If more than one person is so designated, the proportionate share of each should be shown by fractions or per cent, not by amount of money.

Bureau employees desiring to designate a beneficiary or beneficiaries can make request for Forms 2806-1 and 3008 on the form at bottom of this sheet.

Chief,
Division of Administration.

Chief, Division of Administration.,
Bureau of Biological Survey,
Washington, D. C.

It is requested that U. S. Civil Service Commission Forms 2806-1 and 3008 for the designation of beneficiary under Civil Service Retirement Act be mailed to the undersigned.

Name _____

Address _____

Date _____

